



## INSTRUCTIONS: ONLINE SUBMISSIONS FOR TRIUMF LSPEC MEETINGS

Please take the time to read through these instructions before beginning your submission. The following pages give step-by-step information on how to submit a Proposal or Progress Report to LSPEC. It is important to start your work early in case you encounter any errors that require the [Admin Assistant](#) or the [Computing Group \(MIS\)](#).

**JAVASCRIPT:** Must be turned on

**NAVIGATION:** Please use the Navigation Tools at the left-hand side of the page or by clicking "Save and Next".

**SAVE** buttons can be found on the bottom of the screens. Don't forget to save your work!

TO SUBMIT your work, you must go to the last section "Review For Submission" and click on the "Submit to the EEC" button.

**It is important to follow the steps below as soon as possible.**

1. Request a Secure Access ID at <https://admin.triumf.ca/d2w-sec/internalid/apply>
2. Login to the Experiment Database at <https://mis.triumf.ca/science/experiment/list.jsf>
3. If you are a spokesperson on a project you can click on "Spokesperson's Portal" and there will be the list of projects that you are spokesperson for. Please note that only spokespersons will be able to submit and edit progress reports and new proposals.
4. If you have a new proposal you will need to contact Niki Martin in the Nuclear Medicine Division office ([numed-division@triumf.ca](mailto:numed-division@triumf.ca)) for a proposal number (she will need your experiment title and the spokespersons name and email addresses).
5. Please familiarize yourself with the Experiment Database at your earliest convenience as this is a new program and LSPEC has never submitted electronically before.

If you have any difficulties during the submission process, please contact the Nuclear Medicine Division office at 604-222-7438 or [numed-division@triumf.ca](mailto:numed-division@triumf.ca).

## Spokespersons - Experiments Database Screen

The screenshot shows the TRIUMF website's 'Spokespersons' Portal. The header features the TRIUMF logo and the text 'Canada's National Laboratory for Particle and Nuclear Physics' and 'Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules'. The navigation bar includes links for Home, Beam Schedules, Experiments Database (selected), Beam Request, and Logout of Science Applications. On the left, a sidebar contains links for Experiment List, Spokespersons' Portal (selected), and Personal Information. The main content area is titled 'Spokespersons' Portal' and 'My Experiments'. It displays a table with three columns: Number, Title, and Spokespersons. The table lists three experiments: L101 (Collaborative Program for the Production of C-11 labelled amino acids), L102 (This is a fake experiment title), and Strial2 (Spin Structure and Magnetic Volume Fraction of La214 Systems). The bottom of the page has a footer with links for Contact Us, Directories, and Media, and a 'Done' button.


Number	Title	Spokespersons
<a href="#">L101</a>	Collaborative Program for the Production of C-11 labelled amino acids	N. Martin , P. Schaffer
<a href="#">L102</a>	This is a fake experiment title	N. Martin
<a href="#">Strial2</a>	Spin Structure and Magnetic Volume Fraction of La214 Systems	N. Martin

<https://mis.triumf.ca/science/experiment/spokesperson/list.jsf>

This screen lists all the experiments for which you are listed as the current spokesperson, including any new experiments you have proposed for the current meeting. If an experiment for which you are a spokesperson is missing, please contact the Nuclear Medicine Division office at [numed-division@triumf.ca](mailto:numed-division@triumf.ca) 604- 222-7438.

Click on the experiment number to be taken to the experiment summary page.

# Experiment Summary

**TRIUMF**


Canada's National Laboratory for Particle and Nuclear Physics  
Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules

HomeBeam SchedulesExperiments DatabaseBeam RequestLogout of Science Applications

Experiment ListEdit Original Proposal

Spokespersons' PortalPersonal Information

**TRIUMF — EEC Submission**  
EEC meeting: 201104L  
Original Proposal

**TRIUMF**

**Exp. No.**  
L102 — In Preparation  
**Date Submitted**  
2011-01-11 14:34:54

**Title of Experiment**  
This is a fake experiment title

**Name of Group**  
Niki's Fake Experiment Group

**Detailed Information**  
[Complete / merged PDF](#)  
[Form data only](#)

**Spokesperson(s) for Group**  
[N. Martin](#)

**Current Members of Group**

Name	Institution	Status	% of research time devoted to experiment
N. Martin	TRIUMF	Staff Member	%

**Basic Information**  
Date submitted  
2011-01-11 14:34:54

This screen shows your progress report/original proposal so far.

Clicking on the “Edit Original Proposal” or “Edit Progress Report” buttons will take you to the Edit the Experiment Description.

## Editing Experiment Description

The screenshot shows the TRIUMF Experiments Database interface. The header includes the TRIUMF logo and the text "Canada's National Laboratory for Particle and Nuclear Physics" and "Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules". The navigation bar has links for Home, Beam Schedules, Experiments Database (selected), Beam Request, and Logout of Science Applications. The left sidebar contains a menu with options: Experiment List, Spokespersons' Portal, Experiment Description (selected), Create New Proposals And Progress Reports, Experiment Dates, Summary, Primary Beam, Secondary Beam, TRIUMF Support, Safety Issues, Members, Beam Shift Requests, and Detailed Information. The main content area is titled "Editing Experiment L102" with a subtitle "This is a fake experiment title by Niki's Fake Experiment Group". Below this is the "Edit Experiment Description" form. The form includes a "Type" section with radio buttons for Sub-Atomic, Molecular and Material Science, Life Sciences (selected), and None. Other fields include Experiment number (102), Base/ISAC (Base), Status (In Preparation), Publicly-viewable (unchecked), Date proposal submitted, First proposed at EEC (201104L), Start of preparations, Title (This is a fake experiment title), Plain-text title (This is a fake experiment title), Group name (Niki's Fake Experiment Group), and Experiment URL (home page). At the bottom of the form are three buttons: Save, Save and next, and Reset form.

The Edit the Experiment Description is where you can self-manage your experiment's type, BASE/ISAC-I/ISAC-II/Nuclear Medicine, Date Submitted, Start of Preparations, Group Name, and Experiment website.

### IMPORTANT NOTES:

When you make a choice on the Base/ISAC-I/ISAC-II/Nuclear Medicine section, the rest of your questions will be screen specific to that choice. Double check your choice before you hit "Save and next" for your description.

All new submissions of progress reports and proposals will have an unchecked box beside "Publicly Viewable" until after the Committee has made its recommendations. At the present time, only the spokesperson can view reports and proposals submitted to the current LSPEC. Make sure that your participants have a copy of your final submission, by clicking on Complete / merged PDF at the end.

Clicking on the "Save and next" button will take you to the next page which is creating a new report page and there is only one option to click "Next".

## Editing Report – Experiment Dates

The screenshot shows the TRIUMF Experiments Database interface. The header includes the TRIUMF logo and the text "Canada's National Laboratory for Particle and Nuclear Physics" and "Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules". The navigation bar contains links: Home, Beam Schedules, Experiments Database, Beam Request, and Logout of Science Applications. The left sidebar has links: Experiment List, Spokespersons' Portal, Experiment Description, Create New Proposals And Progress Reports, and a list of experiments including 201104L (Original Proposal). The main content area is titled "Editing Report 201104L for Experiment L102" and includes a subtitle "This is a fake experiment title by Niki's Fake Experiment Group". Below this is the "Edit Experiment Dates" section with three input fields: "Date submitted" (2011-01-11 02:34:54), "Date experiment ready" (2011-05-03), and "Project completed date" (2011-08-31). At the bottom of this section are three buttons: "Save", "Save and next", and "Reset form". The footer of the page shows "Done" and a lock icon.

**TRIUMF**  
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Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules

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Experiment List | [Back to Summary](#)

**Editing Report 201104L for Experiment L102**  
*This is a fake experiment title by Niki's Fake Experiment Group*

**Edit Experiment Dates**

Date submitted: 2011-01-11 02:34:54  
Date experiment ready: 2011-05-03  
Project completed date: 2011-08-31

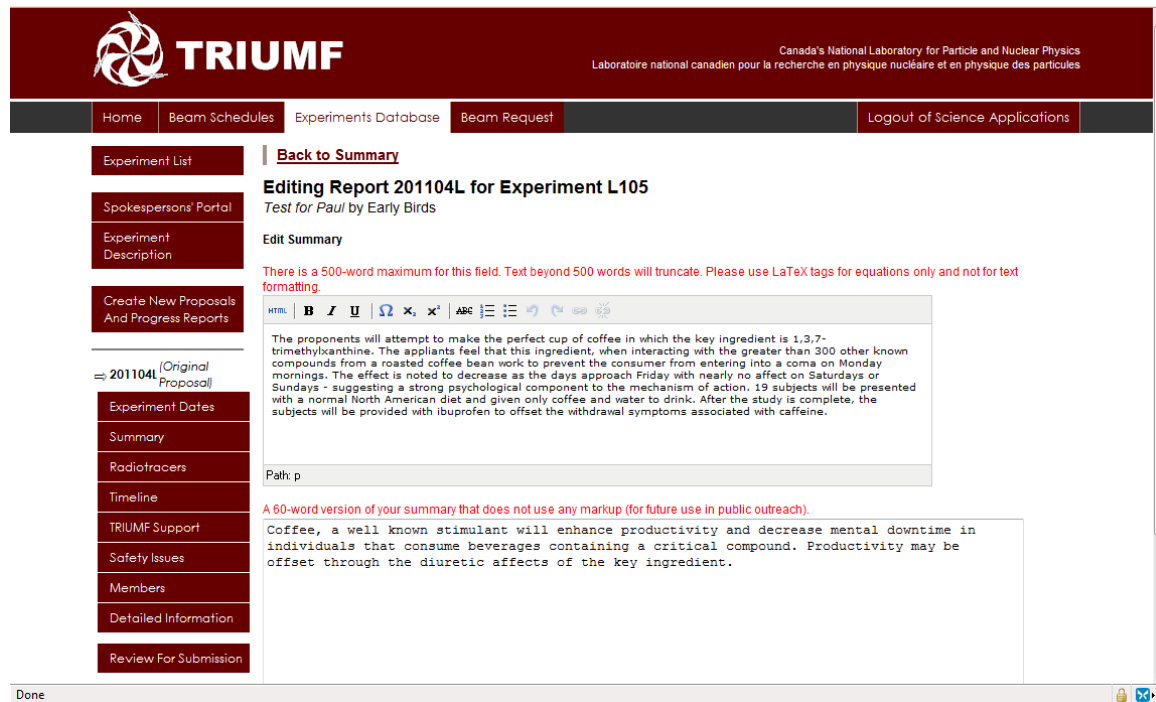
201104L (Original Proposal)

Experiment Dates  
Summary  
Primary Beam  
Secondary Beam  
TRIUMF Support  
Safety Issues  
Members  
Beam Shift Requests  
Detailed Information

Done

Please fill in the “Date Experiment Ready” and the “Projected Completion Date” fields and click “Save and next”.

## Editing Report – Summary



**TRIUMF** Canada's National Laboratory for Particle and Nuclear Physics  
Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules

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Spokespersons' Portal

Experiment Description

Create New Proposals And Progress Reports

201104 (Original Proposal)

Experiment Dates

Summary

Radiotracers

Timeline

TRIUMF Support

Safety Issues

Members

Detailed Information







Review For Submission

### Editing Report 201104L for Experiment L105

Test for Paul by Early Birds

#### Edit Summary

There is a 500-word maximum for this field. Text beyond 500 words will truncate. Please use LaTeX tags for equations only and not for text formatting.

HTML | **B** | *I* | U |  $\Omega$  |  $x_i$  |  $x'$  | ABC |  |  |  |  |  | 

The proponents will attempt to make the perfect cup of coffee in which the key ingredient is 1,3,7-trimethylxanthine. The applicants feel that this ingredient, when interacting with the greater than 300 other known compounds from a roasted coffee bean work to prevent the consumer from entering into a coma on Monday mornings. The effect is noted to decrease as the days approach Friday with nearly no effect on Saturdays or Sundays - suggesting a strong psychological component to the mechanism of action. 19 subjects will be presented with a normal North American diet and given only coffee and water to drink. After the study is complete, the subjects will be provided with ibuprofen to offset the withdrawal symptoms associated with caffeine.

Path: p

A 60-word version of your summary that does not use any markup (for future use in public outreach).

Coffee, a well known stimulant will enhance productivity and decrease mental downtime in individuals that consume beverages containing a critical compound. Productivity may be offset through the diuretic affects of the key ingredient.

Done

Fill in the summary section, please be sure to fill-in the 60-word version for the public's view.

SAVE buttons can be found on the bottom of the screen. Don't forget to save your work!

## Edit Report – Radiotracers

**TRIUMF**  
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Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules

Home | Beam Schedules | Experiments Database | Beam Request | Logout of Science Applications

Experiment List | [Back to Summary](#)

**Editing Report 201104L for Experiment L105**  
*Test for Paul by*

**Select Radiotracers**

**<sup>11</sup>C-based**

- ☐ Raclopride
- ☐ Methylphenidate
- ☐ Dihydrotrabenazine +
- ☐ Dihydrotrabenazine ±
- ☐ Methionine
- ☐ MDL10095
- ☐ SCH23390
- ☐ PIB
- ☐ PMP
- ☐ Raw isotope
- ☐ Other/New

**<sup>18</sup>F-based**

- ☐ Fdopa
- ☐ FDG
- ☐ Setoperone
- ☐ FDDNP
- ☐ EF5
- ☐ Raw isotope
- ☐ Other/New

**<sup>13</sup>N-based**

Experiment Dates | Summary | Radiotracers | Timeline | TRIUMF Support | Safety Issues | Members | Detailed Information | Review For Submission

201104L (Original Proposal)

Done

Fill in the fields for your experiment report (including the number of doses and frequency of delivery).

SAVE buttons can be found on the bottom of the screen. Don't forget to save your work!

## Edit Report – Activities/Tasks, Milestones, Chemistry development, Ethics approval

**TRIUMF** Canada's National Laboratory for Particle and Nuclear Physics  
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**Editing Report 201104L for Experiment L105**  
*Test for Paul by*

**Development and research schedule (timeline)**  
Date from  to

**Activities/Tasks:**

Path: p

**Milestones:**

Done

Fill in the fields for your experiment report. It is important to fill in the ethics information, if this applies to your experiment. Any information available is appreciated, and if information is not available at the present time, please submit the information when it is available.

SAVE buttons can be found on the bottom of the screen. Don't forget to save your work!



## Edit Report – Support

The screenshot shows the TRIUMF web portal interface. At the top, there is a dark red header with the TRIUMF logo and the text "Canada's National Laboratory for Particle and Nuclear Physics" and "Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules". Below the header is a navigation bar with links: Home, Beam Schedules, Experiments Database, Beam Request, and Logout of Science Applications. The main content area is titled "Editing Report 201104L for Experiment L105" and includes a "Back to Summary" link. The page is divided into two main sections: "TRIUMF support" and "NSERC support". Each section has a text input area with a rich text editor toolbar. The "TRIUMF support" section includes a note: "Summarize the expected TRIUMF resources needed for the experiment. Identify major capital items and other costs that will be requested from TRIUMF. Note: Technical Review Forms must be provided before allocation of beam time." The "NSERC support" section is currently empty. A sidebar on the left contains links: Experiment List, Spokespersons' Portal, Experiment Description, Create New Proposals And Progress Reports, 201104L (Original Proposal), Experiment Dates, Summary, Radiotracers, Timeline, TRIUMF Support, Safety Issues, Members, Detailed Information, and Review For Submission. The bottom of the page shows a "Done" button and a lock icon.

Fill in the fields for your experiment report. It is important to note what TRIUMF support is required for the experiment (including all external support that is being given).

SAVE buttons can be found on the bottom of the screen. Don't forget to save your work!

## Edit Report – Safety Issues

The screenshot shows the TRIUMF website interface. At the top, there is a red header with the TRIUMF logo and the text "Canada's National Laboratory for Particle and Nuclear Physics" and "Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules". Below the header is a navigation bar with links: Home, Beam Schedules, Experiments Database, Beam Request, and Logout of Science Applications. On the left side, there is a sidebar with a list of links: Experiment List, Spokespersons' Portal, Experiment Description, Create New Proposals And Progress Reports, 201104L (Original Proposal), Experiment Dates, Summary, Radiotracers, Timeline, TRIUMF Support, Safety Issues, Members, Detailed Information, and Review For Submission. The main content area is titled "Editing Report 201104L for Experiment L105" and "Test for Paul by". Below this, there is a section titled "Edit Safety Issues" with a red warning message: "Summarize possible hazards associated with the experimental apparatus, precautions to be taken, and other matters that should be brought to the notice of the Safety Officer. Details must be provided separately in a safety report to be prepared by the spokesperson under the guidance of the Safety Report Guide available from the Science Division Office." Below the warning message is a large text area for editing the report. At the bottom of the form, there are checkboxes for "Have you and your team taken the TRIUMF and/or UBC radiation safety course?", "Will the project involve the use of animals?", and "Will the project involve the use of human subjects?". There is also a section for "TRIUMF Safety Review" with fields for "Document #", "Period Reviewed", and "to".

TRIUMF

Canada's National Laboratory for Particle and Nuclear Physics  
Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules

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Experiment List  
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Create New Proposals And Progress Reports

⇒ 201104L (Original Proposal)

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### Editing Report 201104L for Experiment L105

Test for Paul by

#### Edit Safety Issues

Summarize possible hazards associated with the experimental apparatus, precautions to be taken, and other matters that should be brought to the notice of the Safety Officer. Details must be provided separately in a safety report to be prepared by the spokesperson under the guidance of the Safety Report Guide available from the Science Division Office.

HTML | **B** | *I* | U |  $\Omega$  |  $\times$  |  $\times^2$  | ABC | | | | | |

Path: p

Have you and your team taken the TRIUMF and/or UBC radiation safety course? ☐

Will the project involve the use of animals? ☐

Will the project involve the use of human subjects? ☐

TRIUMF Safety Review:

Document #

Period Reviewed:  to

Done

Fill in the fields for your experiment report. Again, it is important to fill in the ethics approval if this applies to your experiment. Any information available is appreciated, and if information is not available at the present time, please submit the information when it is available.

SAVE buttons can be found on the bottom of the screen. Don't forget to save your work!

## Edit Report – Members

**TRIUMF** Canada's National Laboratory for Particle and Nuclear Physics  
Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules

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Experiment List | [Back to Summary](#)

**Editing Report 201104L for Experiment L105**  
*Test for Paul by*

Experiment Description

Create New Proposals And Progress Reports

⇒ 201104L (Original Proposal)

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Radiotracers

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Review For Submission

**Edit Membership**

Name	E-mail	Institution	Status	Time commitment (%)	Spokesperson?	Revoked
Nicole Martin	<input type="text" value="nmartin@triumf.ca"/>	<input type="text" value="TRIUMF"/>	<input type="text" value="Staff Member"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paul Schaffer	<input type="text" value="pschaffer@triumf.ca"/>	<input type="text" value="TRIUMF"/>	<input type="text" value="Research Scientist"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To add new members, click on “Enroll member” and then choose the member from the list. You can search by first or last name. If you cannot find the member in the list click “New experimenter” and fill in the fields. The publication name should be the first initials followed by the family name.

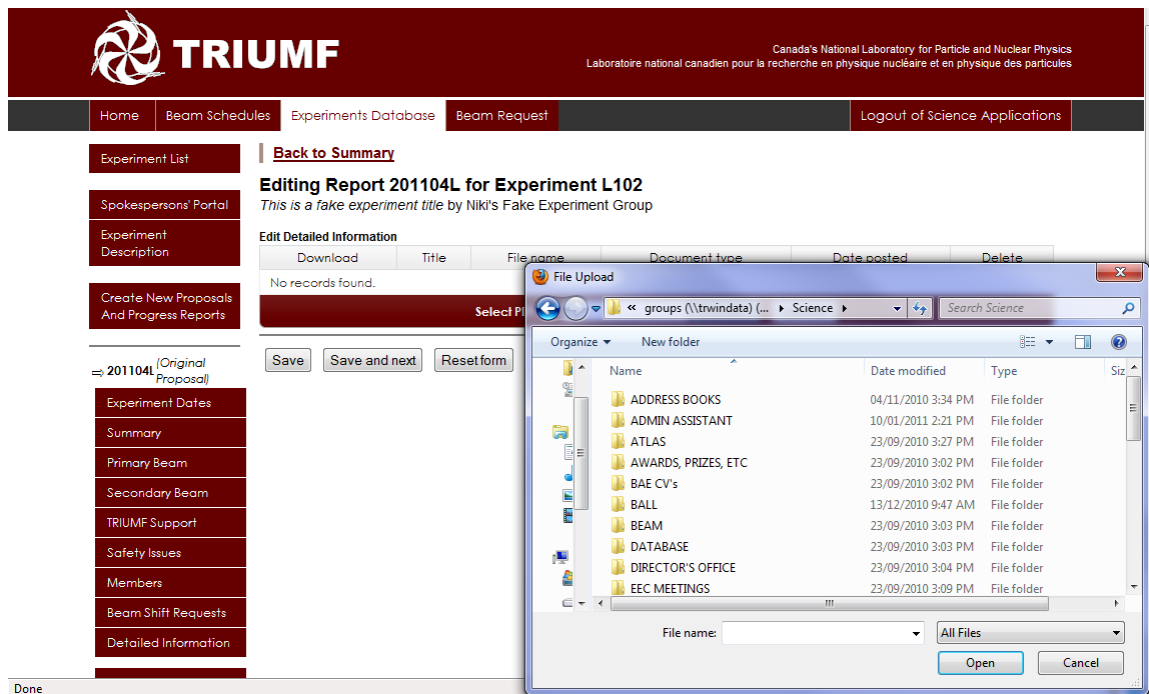
Please be sure the member is not already in the list to prevent duplicates.

Also please double check the information we have in the database on member institutions and status and fill-in the information to update it. You must also designate a % of time for each member and also indicate if any other member will be acting as a spokesperson for the experiment.

Members can also update their own information in the Spokespersons portal under the Personal Information tab.

SAVE buttons can be found on the bottom of the screen. Don’t forget to save your work!

## Edit Report – Detailed Information




Templates for Detailed Information, Spokesperson/Experiment Publications, and Student Theses for the TRIUMF Experimental Program can be found at <http://www.triumf.ca/research/experimental-program/how-submit-proposal>. At a minimum the Detailed Statement is required to be uploaded.

Documents for detailed information, EEC information, and other information for the TRIUMF Experimental Program can be found at <http://www.triumf.ca/research/experimental-program/how-submit-proposal>.

Please upload all documents in PDF format and label the “Document Type” for each file. Documents that should be uploaded are: Detailed Statement, Spokespersons’ Publications, Experiment Publications, and/or Student Theses.

## Review for Submission


**TRIUMF**

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⇒ 201104L (Original Proposal)
 

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[Back to Summary](#)  
**Review Report for Submission to the Experiments Evaluation Committee**  
[Submit Report to EEC](#)

<b>TRIUMF — EEC Submission</b> EEC meeting: 201104L <i>Original Proposal</i>	 <b>TRIUMF</b>	<b>Exp. No.</b> L102 — In Preparation  <b>Date Submitted</b> 2011-01-11 14:34:54								
<b>Title of Experiment</b> This is a fake experiment title										
<b>Name of Group</b> Nik's Fake Experiment Group										
<b>Detailed Information</b> <a href="#">Complete / merged PDF</a> <a href="#">Form data only</a>										
<b>Spokesperson(s) for Group</b> <a href="#">N. Martin</a>										
<b>Current Members of Group</b> <table border="1"> <thead> <tr> <th>Name</th> <th>Institution</th> <th>Status</th> <th>% of research time devoted to experiment</th> </tr> </thead> <tbody> <tr> <td>N. Martin</td> <td>TRIUMF</td> <td>Staff Member</td> <td>%</td> </tr> </tbody> </table>			Name	Institution	Status	% of research time devoted to experiment	N. Martin	TRIUMF	Staff Member	%
Name	Institution	Status	% of research time devoted to experiment							
N. Martin	TRIUMF	Staff Member	%							
<b>Basic Information</b>										

Done

**AN IMPORTANT NOTE:** Be sure to click on “Complete / merged PDF” to print the final PDF of your progress report or new proposal for files (and so you can send it to any of the members of the experiment).

You must submit the final version of your progress report or new proposal by the deadline stated in the Call for Submissions. You may make revisions to any progress report or new proposal up until the deadline, even if you have already hit the “Submit to the LSPEC” button. After the specified deadline, no further changes can be made to your submission.